

**PEACE CORPS**  
**OVERSEAS REQUEST FOR QUOTATION (RFQ) FOR**  
**OFFICE CLEANING, MAINTENANCE AND GARDENING SERVICES**

**RFQ Number: PR-367-00054**

**Date:** November 7, 2014

Peace Corps intends to offer a firm-fixed price contract for "Office Cleaning, Maintenance, and Gardening Services" for the Peace Corps office compound in Maharajgunj Chakrapath, Kathmandu, Nepal

Interested vendors should submit a quote for the services as described in this RFQ.

Quotes are due by the following address by 4:00 p.m. on **November 24, 2014**.

**Questions:**

To request any additional information or questions, send an email with contact information to:  
[bshrestha@peacecorps.gov](mailto:bshrestha@peacecorps.gov).

Any questions regarding the RFQ may be addressed to the same address. Questions are due by November 13, 2014. Any questions received after this time may not be answered. All questions must be in writing and responses will be distributed in writing to all requesters.

No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

**Primary Contact Name:** Binaya Shrestha

**Address:** Peace Corps Nepal, Maharajgunj Chakrapath, , Kathmandu, Nepal

**Email:** [bshrestha@peacecorps.gov](mailto:bshrestha@peacecorps.gov)

**Telephone:** 9802003112

**A. Price/Period of Performance:**

The period of performance will be divided between one base period of 12 months and 2 option periods of 12 months each. Periods are shown the table below.

Period	Timeframe	Dates
Base Period	12 months	1/1/2015 – 12/31/2015
Option Period 1	12 months	1/1/2016 – 12/31/2016
Option Period 2	12 months	1/1/2017 – 12/31/2017

Supplier Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.

**Expected Award Date:** The government intends to award by the 20<sup>th</sup> of December, 2014 to allow for any transition period between the incumbent contractor and any potential new awardee. After the award date, Peace Corps will provide temporary space in our facilities for the successful offeror to meet and/or interview existing contractor staff and to plan for the contract start-up.

**B. Statement of Work/Specifications**

**General Cleaning Service:**

**Daily Basis - staff must minimize the disruption of office work while completing their tasks.**

- i) Daily cleaning of tables and desk and office furniture located in the respective rooms.
- ii) Daily scrubbing/mopping of non-carpeted area.

- iii) Vacuuming (using both wet and dry systems) of carpeted and non-carpeted floor area.
- iv) Collection and disposal of waste paper and other waste material from office and corridor areas.
- v) Thorough cleaning of toilet pans/cubicles and clearing of blocked drains twice a day.
- vi) Cleaning of washroom basins and wall/floor area.
- vii) Removal and cleaning of cobwebs (inside and outside) building.

Contractor to provide cleaning supplies as listed in proposal (Attachment II)

**Floor scrubblings: Once a month**

- i) Thorough cleaning of non-carpeted area including toilet rooms and staircases.
- ii) Mechanical floor scrubber used with suitable pads and chemicals (Dettol and Detergent) will use.

**Carpet extraction:**

- i) The extraction of ingrained dirt shall be removed from the carpeted area once every two months.
- ii) The extraction will be undertaken by an appropriate self-contained water vacuum machine.

Window cleaning: Thorough cleaning of windows/wire grills and window frame both externally and internally.

**Other Duties:** As directed by Director of Management and Operations and/or General Services Manager, Peace Corps Nepal

**Contractor to provide all necessary cleaning supplies, training, and supervision.**

**Working hours – 7:00 AM to 4:00 PM and 9:00 AM to 6:00 PM**

**(Monday thru Friday)**

Gardening Service:

- I. Watering of plants on a daily/weekly basis as needed
- II. Cutting and pruning of grass and plants weekly
- III. Cleaning of debris on a daily/weekly basis
- IV. Planting of new/additional plants and flowers as needed
- V. **Other Duties:** As directed by Director of Management and Operations and/or General Services Manager, Peace Corps Nepal

**Working hours – 4 hours a day, completed between the hours of 8 AM and 5 PM**

**(Monday thru Friday)**

Contractor to provide all necessary gardening supplies, training, and supervision.

Peace Corps On-site Contact/Coordinator: Binaya Shrestha, GSM (cell: 9802003112)

**Historical Staffing Levels:** Previous staffing levels to support this statement of work have been 2 full-time cleaning service staff and one part-time gardening staff working 4 hours 5 days each week. Offerors should, however, propose the staffing levels deemed necessary to complete the statement of work.

**Hiring of existing staff:** Offerors may but are not required to propose hiring of existing contractor staff for the cleaning or gardening services, however offerors must be clear on the process and timeline to have the service providers in place at the start of the period of performance.

### **C. Location of Work**

Work shall be completed at the Peace Corps Office compound in Maharajgunj Chakrapath, Kathmandu, Nepal

#### **D. Delivery Schedule**

Start of work: 1/1/2015

Completion of works: daily support on all work days through 12/31/2015

#### **Delivery Location:**

Peace Corps/ Nepal

#### **E. Acceptance Criteria of Quote**

The quote must meet the submission requirements listed in Section I of this solicitation or it will not be considered.

#### **F. Contract Terms and Conditions**

As stated in the standard Peace Corps Firm Fixed Price contract.

#### **G. Peace Corps Payment Schedule and Terms**

Supplier will receive payment on a quarterly basis after acceptance and receipt of a valid/accurate invoice. Payment terms are negotiable.

#### **H. Evaluation Factors:**

This is a best value procurement and responses will be evaluated as follows:

Evaluation Criteria (listed in descending order of importance)

- 1) **Corporate Experience:** - offerors with related experience providing cleaning and/or gardening services for U.S. government agencies or other international organizations in Nepal will be rated more highly.
- 2) **Staffing Plan** – Quality of project manager/corporate representative and proposed cleaning and gardening/staff. If specific staff are not listed, offerors will be evaluated on the proposed plan for acquiring, training, and deploying staff.
- 3) **Past Performance References:** Offerors will be evaluated on the references provided
- 4) **Price** - Price to be evaluated as a total of base and all option years combined. Price will also be evaluated for reasonableness of pay for assigned contractor staff. Those offerors who provide sufficient detail to ensure that contractor staff are paid at a minimum in compliance with local labor laws and provided a fair and reasonable wage and with appropriate annual increases based on performance will be rated more highly.

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

#### **I. Instructions to Vendors:**

- a. Please read RFQ in its entirety including factors that will be considered in making award.
- b. Submission Requirements - Provide a detailed estimate by the stated due date. The submission should include the following:
  - 1) Technical Submission
    - i. Corporate Experience – provide a summary of your corporate profile and list specific contract or projects in progress or completed within the last 3 years. Include periods of performance, value, customer information, and statement of work.
    - ii. Staffing Plan - Provide information on your staffing plan to complete the Statement of Work. Include a name and resume for a project manager/corporate representative. Include either specific names of staff for

the cleaning and gardening services with descriptions of experience or a plan to acquire, train, and deploy staff. Provide a specific number of staff for each element of the SOW.

- iii. Past Performance References – Provide up to 3 past performance references, including organization name, contact name, email address, and telephone number. Provide information on the project completed for the reference.

2) Price Quote – provide the following

- i. A price quote that has sufficient detail to understand the parts of the cost.
- ii. A total Firm Fixed Price quote for each period of the contract (Base Period, Option Period 1, and Option Period 2)
- iii. A list of any assumptions needed to complete the work
- iv. Offerors should provide sufficient detail in the price to determine that assigned staff are paid fair wages that meet or exceed Nepali labor law requirements. The U.S. government's analysis shows that a minimum of NRs. 10,000/- per month cash in hand after all applicable deductions is considered reasonable for full time staff.

- c. The quoted terms and prices cannot be increased at a later time.